

Los Alamos

NATIONAL LABORATORY

memorandum

*Security and Safeguards Division
S-6, Information and Personnel Security Group*

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Support Distributions
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SUBJECT: USE OF THE DOE STANDARD BADGE AS IDENTIFICATION FOR OFFICIAL PURPOSES

In a recent memorandum (Travel Policy Changes, June 7), Laboratory groups were reminded of the necessity to reduce travel costs and to limit travel to those purposes which cannot be accomplished by an alternative, less expensive mechanism.

Questions have surfaced how to reduce costs by obtaining government rates for hotels, car rentals, etc., when on official travel. While the Badge Office discontinued issuing Laboratory ID cards two years ago, DOE/AL recently indicated its acceptance of using one's DOE standard badge as a means of identification, provided it is for official purposes only.

Laboratory-sponsored travel is considered an official purpose, as is making small purchases in Los Alamos that are charged to a Laboratory cost center / program code. Further, the new DOE standard badge will have an option to add an individual's Social Security Number. This will facilitate entering DoD security areas by Laboratory employees using the new DOE standard badge.

Please note that no one should permit the photocopying of their DOE standard badge as a prerequisite to obtaining a government discount. However, LANL workers are permitted to display their badge as an acceptable means of identification. Security badges should not be used for non-official purposes, such as cashing checks.

For more information about the discontinuation of the Laboratory ID card and the use of one's badge for identification purposes, you may wish to consult the following Badge Office Web site pages:

<http://www.lanl.gov/orgs/s/s6/Fact%20Sheet1.html>
<http://www.lanl.gov/orgs/s/s6/gboi.html>

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